

Opioid Operational Command Center Action Plan

Operational Period	Start	Monday, February 6 at 1200 hours
	End	Tuesday, February 21 at 1159 hours

Approval

**Opioid Operational Command
 Center Team Leader
 Glenn Fueston, GOCCP**

Date _____

Operational Period Objectives and Tasks

Objective: Begin data collection and reporting efforts with state agencies and departments as well as local jurisdictions.

Tasks:

Task	Deadline	Responsible Entity
Identify necessary POCs for data collection/gathering/analysis at state support agencies and local jurisdictions	2/21	ALL
Identify data points for monthly reporting	2/21	Data Collection and Analysis Unit
Develop ESSENCE query for non-fatal overdoses	2/21	Public Health Branch
Begin daily reporting of non-fatal overdoses using ESSENCE data	2/21	Data Collection and Analysis Unit
Identify and list current data sharing agreements/practices	2/21	Data Collection and Analysis Unit
Convene regular, recurring meeting/call with partner agencies	2/21	Data Collection and Analysis Unit

Objective: Outline proposal for local Opioid Intervention Team (OIT) construction.

Tasks:

Task	Deadline	Responsible Entity
Identify single point of contact for opioid-related activities in each jurisdiction	2/21	Local Coordination Branch
Complete inventory of existing local intervention programs	2/21	Local Coordination Branch



Objective: Identify tools to assist with internal OCCC communications and document management.

Tasks:

Task	Deadline	Responsible Entity
Identify DoIT support to OCCC	2/21	OCCC Team Leader
Begin using OCCC Planning e-mail account for calendar invitations and document distribution	2/21	Planning Section
Develop a list of requirements for the to-be-developed OCCC Internal Landing Page	2/21	Information/Technology Support Unit, Planning Section

Objective: Develop OCCC Communications Strategy for external stakeholders.

Tasks:

Task	Deadline	Responsible Entity
Identify Communications POCs from OCCC agencies	2/21	ALL
Identify required elements and target audience(s) of Communications strategy	2/21	ALL
Coordinate meeting/call with POCs from OCCC agencies	2/21	JIS/Communications
Create Communications Strategy	2/21	JIS/Communications
Present draft Communications Strategy to OCCC Team Leader	2/21	JIS/Communications

Objective: Begin operational coordination at the Branch level.

Tasks:

Task	Deadline	Responsible Entity
Identify lead agency POCs	2/21	OCCC Team Leader
Identify support agency POCs	2/21	Operations Section – Branch Lead Agencies
Begin communication among partner agencies in the form of e-mail, conference call, and/or meeting	2/21	Operations Section – Branch Lead Agencies

Objective: Begin tracking costs associated with OCCC operations.

Tasks:

Task	Deadline	Responsible Entity
Work with OCCC Team Leader to identify what costs should be tracked	2/21	Finance/Admin Section
Identify reporting requirements to track costs	2/21	Finance/Admin Section

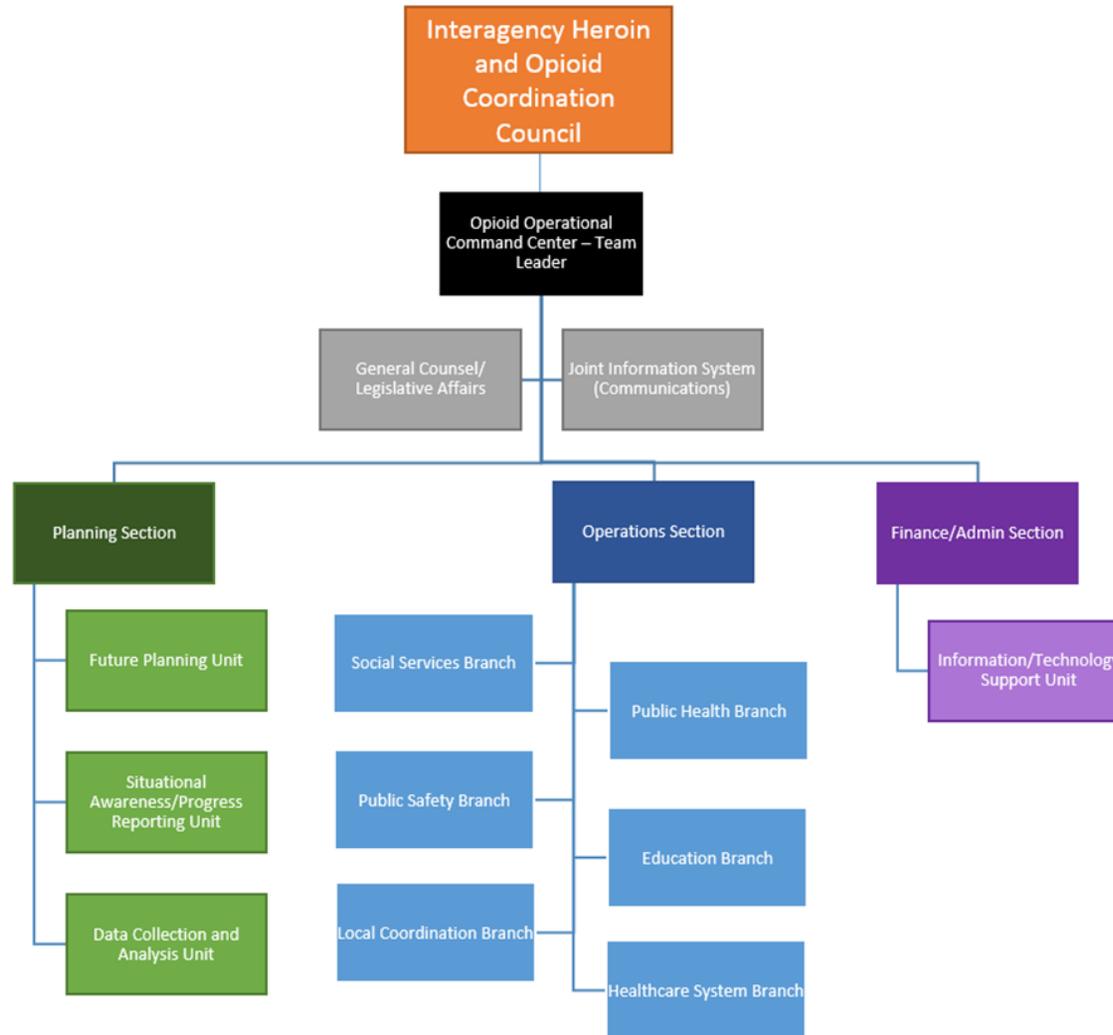


Objective: Establish contact with Attorneys General from OOC member agencies to begin working on data sharing MOU.

Tasks:

Task	Deadline	Responsible Entity
Identify AG POCs from each agency	2/21	General Counsel/ Legislative Affairs
Develop a list of questions for the AGs	2/21	Data Collection and Analysis Unit

Organizational Structure



Staffing List and Contact Information

Position	Lead Agency	Name	Phone	E-mail
Opioid Operational Command Center Team Leader	Governor's Office of Crime Control and Prevention (GOCCP)	Glenn Fueston	410-697-9338	Glenn.Fueston@maryland.gov
Joint Information System/Communications	Governor's Communications Team	Erin Montgomery	410-562-1911	erin.montgomery@maryland.gov
General Counsel/Legislative Affairs	Office of the Attorney General			
Planning Section				
Future Planning Unit	Maryland Emergency Management Agency (MEMA)	Jennifer Gray	443-618-4890	jennifer.gray1@maryland.gov
Situational Awareness/Progress Reporting Unit	Department of Health and Mental Hygiene (DHMH)	Smita Sarkar	410-299-6947	Smita.sarkar@maryland.gov
Data Collection and Analysis Unit	Governor's Office of Crime Control and Prevention (GOCCP)	Angelina Guarino	410-697-9385	Angelina.guarino@maryland.gov
	Department of Health and Mental Hygiene (DHMH)	Jessica Goodell	410-767-6745	jessica.goodell@maryland.gov
Operations Section				
Social Services Branch	Department of Human Resources (DHR)			
Public Health Branch	Department of Health and Mental Hygiene (DHMH)			
Public Safety Branch	Maryland State Police (MSP)	Michael Parker	301-489-1753	michael.parker@maryland.gov
Healthcare System Branch	Maryland Institute for Emergency Medical Services Systems (MIEMSS)			



Education Branch	Maryland State Department of Education (MSDE)			
Local Coordination Branch	Governor's Office of Crime Control and Prevention (GOCCP)			
Finance/Admin Section				
Section Chief	Department of Budget and Management (DBM)	Nick Napolitano	410-974-5634	nick.napolitano@maryland.gov
Information/Technology Support Unit	Department of Information Technology (DoIT)			

Operational Tempo

Date	Time	Item	Participants
Mon 2/6	1030	OCC Check-In Call	All OCC Team Members
Thurs 2/9	1200	OCC Weekly Executive Update due to Governor's Office	OCC Team Leader
Thurs 2/9	1300	Planning Section Meeting	OCC Planning Section
Thurs 2/16	1200	OCC Weekly Executive Update due to Governor's Office	OCC Team Leader
Thurs 2/16	1300	Planning Section Meeting	OCC Planning Section
Thurs 2/16	1700	Updates due for Operational Period Summary	All OCC Team Members
Thurs 2/16	1700	Objectives due for next Operational Period	All OCC Team Members
Fri 2/17	1200	Operational Period Summary draft due to OCC Team Leader for review and approval	Situational Awareness/Progress Reporting Unit
Fri 2/17	1200	OCC Action Plan draft for next operational period due to OCC Team Leader	Future Planning Unit
Tues 2/21	0900	OCC Check-In Call	All OCC Team Members
Tues 2/21	1130	Final versions of OCC Action Plan and Operational Period Summary due to OCC Team Leader for distribution	Situational Awareness Unit and Future Planning Unit
Tues 2/21	1200	Distribute Operational Period Summary and OCC Action Plan for next operational period	OCC Team Leader

Important Events

- February 7 – Meeting to set Top 5 OCC Priorities
- February 17 - Substance Abuse and Mental Health Services Administration (SAMHSA) – State Targeted Response (STR) grant application due